

ASSIGNMENT 1

Textbook Assignment: "Organization and Administration," chapter 2, pages 2-1 through 2-16.

- 1-1. The establishment of an electronics repair organizational chart is primarily the responsibility of which of the following people?
1. The department head
 2. The electronics material officer
 3. The leading electronics technician
 4. The commanding officer
- 1-2. Which of the following instructions prescribes the basic administration and functional organization in U.S. ships?
1. The ship's instruction
 2. The type commander or higher authority instructions
 3. Standard Organization and Regulations of the U.S. Navy
 4. U.S. Navy Regulations
- 1-3. The intent of the electronics division organizational manual regarding proper management of maintenance efforts and resources is described by which of the following statements?
1. To set forth the organization
 2. To set forth the procedures
 3. To set forth the policies
 4. All of the above
- 1-4. To administer your division effectively and efficiently, you must have which of the following management "tools"?
1. A clear organizational structure
 2. Definite organizational policies and procedures
 3. Other controls necessary to accomplish the full mission
 4. All of the above
- 1-5. As a senior ET, you will need to assist in updating and revising the division organizational manual when needed.
1. True
 2. False
- 1-6. Which of the following information sources is/are part of the electronics division manual?
1. Divisional Instructions and Bills
 2. Division Organization Manual
 3. Casualty Control Manual
 4. All of the above
- 1-7. The Navy Directives Issuance System Consolidated Subject Index (NAVPUBNOTE 5215) contains lists of which of the following items?
1. Federal stock numbers
 2. Notices and instructions
 3. Navy technical manuals
 4. Navy enlisted classification codes
- 1-8. In administering your electronics repair organization, you will likely use which of the following sources?
1. EIBs
 2. EIMBs
 3. The Navy Directives Issuance System Consolidated Subject Index
 4. All of the above

- 1-9. The assignment of personnel to stations on the division watch, quarter, and station bills should be practical and functional, as assessed by whom?
1. The commanding officer
 2. The departmental officer
 3. The electronics material officer
 4. Your subordinates
- 1-10. Specific instructions for general quarters should be outlined in the electronics division organization manual and the electronics casualty control manual.
1. True
 2. False
- 1-11. Your ship is in port and you are the duty ET. ET2 Norwood rates liberty and is preparing to depart the ship. An equipment casualty occurs that requires additional help in repairing. As duty electronics technician, you can call upon ET2 Norwood because he is considered to be in a duty status.
1. True
 2. False
- 1-12. During sea detail, the electronics workshop or office should be manned by a senior ET for receipt and coordination of trouble calls.
1. True
 2. False
- 1-13. As a senior ET, your responsibilities will include which of the following important supervisory and administrative decisions or duties?
1. Personnel assignments
 2. Planning workloads
 3. Prompt and proper completion of all paper work
 4. All of the above
- 1-14. What person is ultimately responsible for division reports and records?
1. The work group supervisor
 2. The leading electronics technician
 3. The assistant electronics material officer
 4. The electronics material officer
- A. Casualty Report (CASREP)
 - B. Eight O'clock Report
 - C. Trouble Report
 - D. Getting Underway Report
 - E. Survey Report
 - F. Report of Discrepancy (ROD)
 - G. Anticipated Not Operationally Ready-Supply
 - H. Quality Deficiency Report (QDR)
- Figure 1A.--Reports.
- IN ANSWERING QUESTIONS 1-15 THROUGH 1-26, SELECT THE REPORT FROM FIGURE 1A THAT IS DESCRIBED IN THE QUESTION.
- 1-15. Supports the CNO and fleet commanders in management of assigned forces, providing an accurate operational status for each unit.
1. A
 2. B
 3. C
 4. E
- 1-16. Daily equipment status report given to the commanding officer.
1. A
 2. B
 3. E
 4. G

- 1-17. When used in conjunction with a log, assists in tracking equipment problems and 3-M documentation.
1. A
 2. B
 3. C
 4. D
- 1-18. Equipment status report turned in before getting underway.
1. E
 2. B
 3. C
 4. D
- 1-19. Indicates electronic equipment problems, or failures noted by the operator or technician.
1. C
 2. E
 3. F
 4. D
- 1-20. A report similar to an Eight O'clock Report.
1. A
 2. C
 3. D
 4. G
- 1-21. Used to report defective material that is not suitable for its intended use because of design, material makeup, or procurement.
1. A
 2. E
 3. F
 4. H
- 1-22. A requisition used when a casualty is anticipated because of the lack of material.
1. C
 2. F
 3. E
 4. G
- 1-23. Used to report shipping or packaging discrepancies of materials that are attributable to the shipper.
1. F
 2. G
 3. E
 4. A
- 1-24. Used to report unacceptable substitutes and wrong items.
1. E
 2. G
 3. C
 4. F
- 1-25. Submitted to the Fleet Material Support officer (FMSO).
1. A
 2. H
 3. F
 4. G
- 1-26. Used when naval property must be condemned because of damage, obsolescence, or deterioration, or acknowledged as nonexistent because of loss, theft, or total destruction.
1. E
 2. F
 3. G
 4. C
- 1-27. Which of the following statements concerning routing procedures is correct?
1. Only OPNAV or NAVSEA instructions require a routing slip
 2. Routing slips need not be retained after correspondence has been routed
 3. A routing slip should be attached to all correspondence that enters the work center
 4. Correspondence of a lasting nature should be retained until all personnel have read it

1-28. A correspondence tickler file provides a means of taking which of the following actions?

1. Determining which documents should be retained
2. Routing correspondence
3. Determining which shop personnel have read the correspondence
4. Keeping track of the action taken on all correspondence entering the work center

1-33. When going through your files, you find information (dated 4 years prior) on equipment no longer on board. What should you do with the information in the files?

1. Retain it for 5 years from the filed date
2. Retain it for 7 years from the filed date
3. Place it in a "Hold" file for 3 years
4. Purge it from the files

IN ANSWERING QUESTIONS 1-29 THROUGH 1-32, SELECT FROM COLUMN B THE TYPE OF FILE DEFINED IN COLUMN A. YOU MAY USE THE RESPONSES IN COLUMN B MORE THAN ONCE.

	<u>A</u>	<u>DEFINITIONS</u>	<u>B. FILE TYPES</u>
1-29.	Used for correspondence file cards when an action or report cannot be completed	1. Active file	
		2. Suspense file	
		3. Completed file	
1-30.	Contains tab cards for each day of the month plus a card with the month on it		
1-31.	Contains tab cards with titles that describe the reason for deferral of an action		
1-32.	Contains routing slips attached to correspondence tickler file cards		

1-34. Which of the following methods is NOT used to simplify correspondence control?

1. Routing procedures
2. Correspondence tickler file
3. Maintenance action

1-35. A correspondence tickler file is made up of which of the following components?

1. An active file and a suspense file only
2. An active file and a completed action file only
3. A suspense file and a completed action file only
4. An active file, a suspense file, and a completed action file

1-36. Which of the following sources contain(s) basic guidance for reference publications?

1. The TYCOM administration and material inspection list
2. The Electronics Installation and Maintenance Book-General
3. The Electronics Installation and Maintenance Book-General Maintenance
4. All of the above

- 1-37. Which of the following "rules" should you follow when you order publications?
1. Order 10 percent more than what is really needed
 2. Order only the number of copies really needed
 3. Order only one copy at a time
 4. Order one copy for each work center supervisor
- 1-38. Your technical library should have at least how many copies of each applicable technical manual?
1. One up-to-date copy
 2. Two copies
 3. Two copies plus one up-to-date copy
 4. Three copies
- 1-39. Which of the following statements best describes the use of the OPNRV 5070/11 record and inventory card?
1. Used to inventory publications on hand in the technical library only
 2. Used to inventory publications issued from the technical library only
 3. Used to inventory publications having changes only
 4. Used to inventory publications and assist in distributing changes to publications having changes
- 1-40. Which of the following documents identifies manpower requirements, in terms of quantity and quality, for performing mission requirements?
1. Personnel Manpower Document
 2. Departmental Manpower Document
 3. Ship Manpower (Manning) Document
 4. Required Operational Capabilities

- A. Naval Air Systems Command Technical Manual Program
- B. Navy Stock List of Publications and Forms (NAVSUP 2002)
- C. Enhanced Ships Technical Publications System (E-STEPS)
- D. Publication Applicability List (PAL)
- E. Guide for User Maintenance of NAVSEA Technical Manuals

Figure 1B.--Publications.

IN ANSWERING QUESTIONS 1-41 THROUGH 1-43, SELECT FROM FIGURE 1B THE PUBLICATION THAT IS BEST DESCRIBED IN THE QUESTION.

- 1-41. Master set of microfiche that contain information concerning technical documentation supporting general documents: ships selected records; ships electronics; HM&E and ordnance systems: and equipments under cognizance of NAVSEA and SPAWAR.
1. A
 2. B
 3. C
 4. D
- 1-42. The Publication Applicability List (PAL) is a product of this system.
1. A
 2. B
 3. C
 4. E
- 1-43. Lists technical manuals for systems and equipments reported to be installed on your ship.
1. B
 2. C
 3. D
 4. E

- A. Section I
- B. Section II
- C. Section III
- D. Section IV

Figure 1C.--Manning Document Sections.

IN ANSWERING QUESTIONS 1-44 THROUGH 1-47. SELECT THE MANNING DOCUMENT SECTION FROM FIGURE 1C THAT IS DESCRIBED IN THE QUESTION.

1-44. Displays the ship manpower requirements by organizational component.

- 1. A
- 2. B
- 3. C
- 4. D

1-45. Shows watch station requirements for each condition of readiness prescribed in the ROC and POE statements.

- 1. A
- 2. B
- 3. C
- 4. D

1-46. Consolidates officer requirements into a single section, by organizational component.

- 1. A
- 2. B
- 3. C
- 4. D

1-47. Shows the number of officer, enlisted, and civilian manpower requirements at the departmental level.

- 1. A
- 2. B
- 3. C
- 4. D

1-48. What section of the SMD provides a summary of all workloads, by category, that contribute to the requirements in each organizational component?

- 1. V
- 2. VI
- 3. VII
- 4. XV

1-49. What part of the SMD provides a summary of enlisted manpower by each organizational component, showing the totals for each division and department, and the skill level at the divisional level?

- 1. Part 02 of section VI
- 2. Part 02A of section VI
- 3. Part I of section VII
- 4. Part II of section VII

1-50. At what intervals are the manpower requirements and classifications specifically reviewed at the activity level?

- 1. Quarterly
- 2. Every 6 months
- 3. Annually
- 4. Every 2 years

1-51. The manpower requirements and manpower classifications within each activity are reviewed to ensure which of the following conditions?

- 1. Deletion of unnecessary billets
- 2. Deletion of positions
- 3. Proper classification of each authorized billet or position
- 4. All of the above

1-52. Requests involving an activity's reorganization are planned and submitted based on the proposed number of billets.

- 1. True
- 2. False

1-53. Changes to the designator, grade, or number of billets must be justified in terms of changes in activity missions, function, and task.

1. True
2. False

1-54. Submission of a Manpower Authorization Change Request, other than once annually, must be justified on the basis of changes in mission or function beyond the control of the activity.

1. True
2. False

1-55. Valid requirements for billet changes that require movement of personnel must be identified and requested as early as feasible.

1. True
2. False

1-56. Which of the following reports or documents will you see and use most often?

1. Ship Manpower Document
2. Manpower Authorization
3. Manpower Authorization Change Request
4. Enlisted Distribution and Verification Report

1-57. Which of the following is NOT a purpose of the EDVR?

1. Provides a common reference point in any discussion of manning status between the manning or detailing control authorities and the activity
2. Provides a statement of account for verification by the activity
3. Provides a rate or NEC summary of only the current manning status of the activity
4. Provides a permanent historical record in BUPERS of an activity's personnel account for statistical uses and overall Navy manning

1-58. The summary of an activity's authorized NEC billets and the members on board or expected on board who possess those NECs, is contained in what part of the EDVR?

1. Section 4, Total Personnel on Board and Rating NEC Summary
2. Section 5, Personnel Status Summary
3. Section 6, NEC Summary
4. Section 8, NEC Billet/Personnel Inventory